Successful Applications - Top Tips

SCI Careers Day

13/04/2016
Richard Carruthers
“By failing to prepare you’re preparing to fail”
Career Pathways
The Known & Unknown:

- **HE Admin**
  - Same Subject, Same Sector

- **"Professional"**
  - Different Subject, Different Sector

- **Academia**
  - Same Subject, Different Sector

- **Applied Research**
  - Different Subject, Same Sector

Image: FreeDigitalPhotos.net
Dream Job!
The career sweet spot...
### Skills Audit:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Evidence</th>
<th>Skill(s)</th>
</tr>
</thead>
</table>
| MSci Chemistry    | • Effectively explained, supported and defended my ideas and opinions in seminars and tutorials.  
                    • Developed good report writing skills through group and individual assignments | • Verbal Communication           |
<p>|                   |                                                                            | • Written Communication          |
|                   |                                                                            | • Group Work                     |</p>
<table>
<thead>
<tr>
<th>Activity e.g. course, club/society, voluntary work etc.</th>
<th>Evidence Description of circumstances in which skill was demonstrated</th>
<th>Skill</th>
</tr>
</thead>
</table>
| **MSci Chemistry:** | • Effectively explained, supported and defended my own ideas and opinions in seminars and tutorials  
• Developed good report writing skills through group and individual assignments  
• Application of various methodologies through laboratory work  
• Enhanced project management and scientific communication skills through production of an independent research project | Communication Skills  
(i) Verbal  
(ii) Written  
Research Methodologies  
Project Management |
| **MSci Chemistry: Year In Industry** | • Adapted to working within an industrial team at GSK and agreed the tasks required to successfully complete experiments  
• Communicated effectively using appropriate terminology within a business environment.  
• Evaluated risks within practical work and identified measures to control and mitigate these to acceptable tolerances.  
• Took on the role of sub-team co-ordinator to ensure deadlines were met and negotiated resolutions when difficulties arose with team members  
• Developed presentational skills from delivering group projects | Teamwork/Negotiation  
Commercial Awareness  
Communication Skills  
Business Acumen  
Analytical Appraisal / Risk Assessment  
Organisation  
Problem Solving  
Presentation Skills |
| **MSci Chemistry: Dissertation/Project Module** | • Structured a research thesis/project  
• Organised and maintained a database of secondary research sources  
• Provided sound argument in support of my research topic  
• Evaluated theories and provided sound rationale for preferred argument | Planning  
Organisation  
Analytical Skills  
Concise Communication |
| **Gap Year volunteer project and travel** | • Planned a 4 month trip to SE Asia  
• Managed Fund-raising events before going | Planning  
Finance |
| **University Tennis team member** | • Attend all training sessions and have been included in the team for several matches  
• Work out regularly to maintain my fitness levels | Time Management  
Teamwork  
Motivation/Commitment |
Skills Audit:

<table>
<thead>
<tr>
<th>Blue Section</th>
<th>Pink Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Leadership</td>
</tr>
<tr>
<td>Team Working</td>
<td>Negotiation</td>
</tr>
<tr>
<td>Integrity</td>
<td>Time Management</td>
</tr>
<tr>
<td>Intellectual Ability</td>
<td>Project Management</td>
</tr>
<tr>
<td>Confidence</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>Character/Personality</td>
<td>Computer Literacy</td>
</tr>
<tr>
<td>Planning &amp; Organisation</td>
<td>Commercial Awareness</td>
</tr>
<tr>
<td>Literacy</td>
<td>Handling Pressure</td>
</tr>
<tr>
<td>Numeracy</td>
<td>Creativity / Innovation</td>
</tr>
<tr>
<td>Analysis &amp; Decision Making</td>
<td>Resilience</td>
</tr>
</tbody>
</table>

Careers Service
www.imperial.ac.uk/careers
Vacancy Research
Recruitment Tactics:

- Adverts & Agencies
- University Contacts & Career Fairs
- Targeted Speculative Applications
- Recommendations / Networks

Careers Service
www.imperial.ac.uk/careers
R&D PhD Analytical Scientist

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Seeking PhD level Chemist (Analytical, Physical or Organic) with experience in separation science/liquid chromatography. The individual will work in an innovative, interactive, problem solving, R&D environment developing new Fabric and Home Care products. Desire strong background in project management and analytical science with polymer separation/characterization experience a plus.

Job Responsibilities:
- Interface/Partner with Product Development colleagues to drive new product innovations and provide fundamental problem solving through analytical measurements
- Be responsible for their own project(s) as part of a project team including senior management
- Lead the separation science lab and build critical liquid separations capability within R&D for Fabric and Home Care
- Provide mechanistic understanding of key technologies and formulations that deliver consumer delight in Fabric & Home Care and develop methods/models to connect mechanistic understanding to product performance.
- Collaborate with internal/external partners to develop/validate analytical methods to ensure compliance, quality and readiness of product initiatives

Job Requirements:
- Experienced problem solver with a solid science background
- A leader who is able to create vision and strategy
- Strong collaborative skills and the ability to work harmoniously with diverse internal and external work groups
- Ability to communicate complex data to non-experts, write reports and produce/deliver oral presentations.

To apply please include your resume and covering letter with your application pack.
Dissect the Job Description:

Job Responsibilities:

• Be responsible for their own project(s) as part of a project team including senior management.
**Chronological CV:**

- **Personal Details**
- **Personal Profile (optional)**
  2-3 lines that sell your skills and career objectives.

- **Education**
  Higher Education and Secondary Education. More detail should be given about your most recent studies (modules, skills developed, dissertation etc.)
  Less information is required about A-Levels and GCSEs.

- **Work Experience**
  Clearly lay out your paid/unpaid work experience.
  Give details of dates, job roles and say something about the different experiences e.g. range of duties and skills acquired etc.

- **Work Experience Cont.**
  Clearly lay out your paid/unpaid work experience.
  Give details of dates, job roles and say something about the different experiences e.g. range of duties and skills acquired etc.

- **Interests and Achievements**
  Present a total picture of yourself through the activities you have done. Have you played sports, held positions of responsibility, travelled, completed Duke of Edinburgh Award etc. Again, what skills have you gained etc.

- **Relevant Additional Skills**
  IT? Foreign Languages? Driving Licence etc.?

- **Referees**
  Provide 2 referees (check with them first) or state “available on request”.

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[www.imperial.ac.uk/careers/application-process/cover-letters/](www.imperial.ac.uk/careers/application-process/cover-letters/)
“Carried out a variety of experiments using NMR spectroscopies as part of a research project.”

“Devised and conducted a series of experiments using NMR spectroscopies as part of an independent lab research project.”
Peter Jones (B)
Bedford House, Tennyson Road, Colindale, N8 2XD
Peter.Jones@imperial.ac.uk +44 (0)123 456 7894 www.linkedin.com/in/123456789

A third year MSci Chemistry student seeking an industrial placement as a R&D Scientist at Procter & Gamble. Possession of strong technical abilities developed through laboratory work, and proven project management abilities in both academic and extracurricular activities.

Education
2013 - 2017 MSci Chemistry, Imperial College London
Current average: 67%
- Course modules covered the full range of physical, organic and inorganic chemistry, including thermodynamics, chemical kinetics and radiochemistry.
- Regularly worked in small groups to plan, carry out and conduct over 20 laboratory experiments. These covered a wide range of areas requiring precision, when recording and reporting, as well as strict time management and substantial independent research.
- Completed two data handling modules and have good practical experience in using specialist software to capture, analyse and report on numerical data.
- Competent in the use of UV-Vis, IR and NMR spectroscopies, TLC, flash chromatography, and other standard techniques.
- Experienced in both organic and inorganic synthetic chemistry, including the handling of air/moisture sensitive compounds.
- Excellent laboratory safety awareness and experience of completing relevant documentation.
- Group project involved using NMR and UV absorption spectroscopies for the study of mismatched DNA. Good teamwork helped to attain the highest mark in the year (88%) for project presentation made to panel of lecturers and industry professionals.

2006 - 2013 Passmore College, Bournemouth
- A Levels: Chemistry (A), Maths (A), Physics (B), Biology (B)
- GCSEs: 10 A*- C

Employment
Dec 2013 – Present, John Lewis, Oxford Street, Customer Assistant
- Demonstrate strong customer service skills and attention to detail in a fast paced retail environment.
- Developed an in-depth knowledge of various products.
- Successfully train new staff in process and procedures.
- Ensure excellent communication between all team members while working across several teams.

Volunteering
Feb 2014 – Present, RAG, Imperial College London, Volunteer
- Assist in organising fundraising activities of the Students’ Union charitable department at Imperial College London
- Supported the collection of £13,527.19 for good causes during the academic year 2014/2015
- Responsible for securing collection permits from local authorities
- Arrange transport for up to 50 volunteers.

June 2012 – June 2013, Befriend a Child, Bournemouth, Volunteer
- Provided friendship and support to two boys aged 9 and 11 who come from very difficult family backgrounds.
- Assisted with homework, providing around 2-3 hours contact time each week.
- Arranged outings to football matches and trips to the beach etc.

Additional Skills
- Proficient in the use of Microsoft Office, plus intermediate experience in Access databases and programming macros.
- Familiar with ChemDraw
- Clean driving licence.

Interests
- Football - member of ChemSoc 1st XI. Taken the responsibility for organising weekly fixtures, liaising with other societies, arranging venues, and ensuring all players are aware of arrangements.
- Active member of the Royal Society of Chemistry and the Imperial College Chemistry Society (ChemSoc).

References available on request
CV Success:
1. Easy to read & navigate
2. Avoid large blocks of unbroken text
3. Make it relevant and give evidence
4. Avoid clichéd phrases
5. Use professional language/tone
6. Right length (one or two pages)
7. Proof read!
Cover Letters:

Salutations:
Dear Sir/Madam,
Yours faithfully,

Dear Joe Smith,
Yours sincerely,

Signature:
Richard Carruthers
MSci Chemistry (2015-2019)
Imperial College London

Opening
• Who are you, what are you applying for.

Why them and this opportunity
• Give reasons for your interest
• Highlight any particular aspects/areas of interest to you.
• Demonstrate your research and understanding of the role.

Why you.
• Give reasons why you should be considered.
• Evidence relevant skills, knowledge and experience.
• Present a positive picture and reflect the skills they seek.
• Develop themes within your CV, don’t just repeat it but expand on the most relevant information found within it.

Thanks and closing remarks.
• Summarise your suitability and look toward the interview.

Signature
Top Tips for Cover Letters:
1. No more than one page
2. Showcase relevant skills
3. Talk about the company
4. Provide evidence of experience/skills
5. Use examples and quantifiable data
6. Reflect your personality/values
7. Attention to detail is key
Application Questions:

Motivational:
“Why have you applied for this opportunity?”

Competency:
“Describe a time when you were working under pressure with competing deadlines.”

The Blank Space:
“Use this space to outline your suitability”
Tell a Story:

• **Situation**
  • *Set the scene. Be specific.*

• **Task**
  • *Explain the objectives/task.*

• **Action**
  • *What did you actually do?*

• **Results**
  • *What were the results? What did you learn?*
When have you led a team? (150 words)

I was nominated to lead a team of 4 during our participation in the Royal Society of Chemistry Laboratory Competition in April 2014. We had 5 days to perform a variety of experiments and submit a technical report and deliver a 20 minute presentation.

I identified the strengths of individuals within the team and assigned a series of tasks that best suited each person. I set in place a series of meetings to enable team members to report back on progress and therefore allow reallocation of resources should anyone fall behind with their work. Before we commenced I ensured we had completed a variety of risk assessments and that all members of the team were clear on best practice and safe procedures.

We completed the assignment on time and were awarded a high 2:1 grade overall. This experience taught me the value of clear communication in meeting project deadlines.
Application Success:

1. Read/understand the question asked and then answer it
2. Be clear and concise but give appropriate/relevant details
3. Evidence your skills/qualities
4. Showcase your research in to the job
5. Use professional language/tone
6. Proof read!
Applying for a job...

It’s a marathon, not a sprint.
The Careers Service:

Sherfield Building (L.5)
South Kensington Campus
London SW7 2AZ

Monday - Friday
10:00 – 17:15

+44 (0)20 7594 8024
careers@imperial.ac.uk